

Report for Week Ending 17 April 1957  
from  
RECORDS DISPOSITION BRANCH

Contributions:

At their request, information regarding the number of machine listings, amount of copies, frequency, etc. received by the Stock Management and Requirements Section was furnished the feasibility study team.

Assignments: (Active)

Project 6-40 - Office of Central Reference [ ] 25X1  
✓ The inventory of all OCR records has been completed. Initial schedules have been prepared and contain 491 separate series of records having a total volume of 27,209 cubic feet. The schedule for Special Register (containing 36 items) has been approved. Project is 73% complete.

Project 6-81 - Office of Logistics [ ] 25X1  
No change from previous report. 99% complete.

25X1 ✓ Project 6-88 - Office of Logistics [ ] 25X1  
Tentative agreement for the disposition of records has been made with [ ] Chief, Stock Management and Requirements Section, Approximately 40 cu. ft. has been screened of which, 12 feet is scheduled for destruction. Half of the material for destruction has been forwarded to the Records Center. Project 40% complete.

✓ Project 6-90 - Commercial Staff [ ] 25X1  
No change from previous report. Awaiting decision as to how far survey will go. Project 25% complete.

News

25X1 National Archives approval of the transfer of Japanese meteorological records to the Air Weather Service has been held up because of U. S. Weather Bureaus desire to use the records. Air Weather has now proposed a plan for mutual use of the material and is awaiting a Weather Bureau response.

3 [ ] Historical Staff, has been examining Records Control Schedules in order to locate files needed for reference in writing a Staff project.

25X1 OS has asked OL to work out a plan for hauling 16 ton of disposable records from [ ] to the incinerator at [ ] Security details are to be worked out between the Logistics and [ ] Security Officers. 25X1 25X1



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From  
Records Center

During this week the following accessions were made:

DD/P	356 Cu. Ft.
PERS	10 " "
OCR	34 " "
OSI	3 " "
COMPT	45 " "
OCI	2 " "
Sub-Total:	450 Cu. Ft.
Finished Intelligence	49 " "
Total:	499 Cu. Ft.

V M Material	633 Cu. Ft.
Records Holdings	21,688 " "
Distribution Material Holdings	10,426 " "
Total:	32,747 Cu. Ft.

Distribution Material Disposed of at Center	70 Cu. Ft.
Distribution Material Transferred from Center	10 " "
Records Disposed of at Center	57 " "
Records Transferred from Center	26 " "
	<u>163</u>

#### Accessioning

The Security Office completed the screening of their Polygraph File, and as a result of this screening, there was 72 cubic feet of records retired to the Center.

The DD/P Area retired 356 cubic feet of material during the week and recalled 108 cubic feet on loan and 26 cubic feet on permanent retention.

#### Reference

As a direct result of having a full T/O, the Center has resumed the inventorying of Supplemental Distribution material. The material from OBI, ONE, FDD and FBID has been inventoried to date. We are presently inventorying ORR material, which is 20 per cent completed. This leaves only the material from OCR and OSI to be inventoried.

#### Disposal

The Center received a memo from OBI authorizing the destruction of 63 cubic feet of Strategic Intelligence Digest. Because of the disposal area space problem there can be no action taken until the problem is solved.

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Disposal - Continued

A copy of the Logistics' Office Records Control Schedule has been received. The Records Disposal Branch is in the process of applying this schedule, but, as yet, has not made enough progress to forecast how much space will be released as a result of the application of the schedule.

The records in the disposal area are still accumulating. There is approximately 1300 cubic feet in this area and no immediate relief is in sight.



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Chief, Records Center

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	2,014	9,896	11,910
DD/P	2,247	6,483	8,730
DD/S	716	7,144	7,860
DD/S (Compt.Grilled Area)	338	142	480
DD/I	432	6,378	6,810
DD/I (Grilled Area)	1,678	2,102	3,780
DCI	37	23	60
Map Negative	645	945	1,590
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TOTAL:	8,107	33,113	41,220

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from  
PROJECTS STAFF

1. Contributions

- ✓ *16* a. Completed evaluations of Employee Suggestions 2931 and 2968 and prepared an interim evaluation of Suggestion 2877.
- ✓ *16* b. Lectured on Agency Filing and Correspondence practices at the OTR Administrative Procedures course.
- 1A* c. Recommended an improved sorter to eliminate "table top" sorting in EE Division. The system has been adopted.
- 1a* d. Followed up on the vertical sorter recommended to replace the sorting bins in the EE Division. The new sorter takes up about one-fourth the space of the bins, eliminates reaching, and increases sorting speed about 35%.
- 1a* e. Recommended the use of a 25 pocket sorter in LO/Registry to eliminate table top sorting and the problem of holding sorted material for reference pending its being filed. Also recommended use of "cross trays" to set in a standard file drawer. This recommendation will eliminate the awkwardness of handling longer trays on the desk. Both recommendations were implemented.

2. Assignments Active

- ✓ a. Booklet "So You Have a Space Problem" - Redraft on a 8"x5" size basis is about 80% complete.
- ✓ b. Installation of Filing System in OSI - Completed the installation in the Applied Science Division and began work in the Guided Missiles Division. Project is approximately 70% complete.
- ✓ c. Microfilming of Vital Materials in OSI was started in accordance with the Vital Materials schedule.
- 1* d. Requisition Review - Reviewed 4 requisitions for filing equipment  
Returned 2 for further review  
Approved 1  
Holding 1 for discussion with
- ✓ e. BR Project Shelf Filing  
Bid Invitation revised and completed. Invitations to be released Thursday, 18 April.
- ✓ f. Security Project, Shelf Filing  
Developing equipment requirements and floor plan. Located a shelving unit equipped with doors, secured by bar locking device, required to house "Special Security Cases"

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- g.  Project  
Discussed work measurement system for tab machine and Vault operations with  Requested  to review operating instructions in his possession for the purpose of including general operating instructions in proposed hand book to cover potential use of tab card deposits during an emergency.

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3. News

- a. The annual microfilming of Vital Materials in the office of The Comptroller was completed.
- b. Five employees from ORR Map Division accompanied last weeks trip to the VM repository to work on the map collection.
- c. A special trip was made to the repository to accommodate  25X1  
, all members of DD/P. This trip was made for the purpose of depositing, reviewing and withdrawing of vital materials



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from  
FORMS MANAGEMENT BRANCH

Contributions:

a. Tangible

- (1) Completed twenty-eight actions requiring the printing of 165,250 copies or sets of blank forms. This is an increase of approximately 12% in the number of actions and a decrease of 292,150 copies compared with last week.
- (2) Ten new and four revised forms were approved. Seven forms were obsoleted. Of the new forms approved, two were new work sheets, (1K-3, and 1K-4) for DD/P's use in the TD System. Their use will facilitate preparation of "Hot Information Reports and prevent wastage of the more expensive O/M-Record Copy sets, Forms 1K and 1K2.

b. Intangible

- (1) Disapproved Employee Suggestion 3007 re revision of Form 362. Form had already been revised last fall.
- (2) 10 sample copies of the Dispatch Forms are to be mailed by the printer 18 April 1957. Partial shipments are to start 23 April 1957.
- (3) Provided assistance to OO/C [ ] re quality of reproduction on OO/C Info-Reports. Also helped on a problem involving the use of offset typewriter ribbons. 25X1
- (4) One Employee Suggestion evaluated.

Assignments

a. Active

- (1) Nine new and fifteen revised forms.
- (2) Six Employee Suggestions.
- (3) ARO survey of Complaints on inferior materials and construction features Form 238 Document Control [ ] 25X1
- (4) Investigation of complaints re bad NCR paper in Form 779. [ ] 25X1
- (5) Study of copy requirements for the Travel Order Form [ ] 25X1
- (6) Survey of need for a Travel Order Request Form. [ ] 25X1
- (7) Form 30 (Request for Approval of Form) revision [ ]
- (8) Revision of Forms Indexes [ ] 25X1
- (9) Revision of [ ] Property Financial Accounting [ ] 25X1
- (10) Development of Standard Procurement Justification Form for PD/OL to replace 5 bootleg forms [ ]
- (11) Suggestion # 2792 Revision of Form 615 [ ] 25X1

b. Inactive

- (1). Suggestion 2890 re new form to control moves of business machines
- (2) OCR is writing a memo to PD/OL asking them to cancel a Supply Division requisition for 35000 copies of a revised 3 part NCR Form 48, "Consolidated Intelligence Receipt", because the using offices can't agree on what they want. DD/P Area offices have been particularly indecisive. The "cut sheet" edition will be used pending a settlement. We have called PD/OL and they are cancelling the order with the manufacturer. 25X1